

State Library of North Carolina – Library Services and Technology Act

YEAR 2 OR 3 GUIDELINES and APPLICATION for 2017-2018 Project Grants

Library Services and Technology Act (LSTA) grants are funds awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services (IMLS). North Carolina's LSTA program information is available at <<http://statelibrary.ncdcr.gov/ld/grants/lsta.html>>.

Libraries that applied for and were awarded Multi-year Project Grants are invited to apply for Year 2 or 3 of their project. Grant categories have been eliminated this year, allowing libraries to focus on the LSTA goal from North Carolina's LSTA Five Year Plan that the project will address.

IMPORTANT DATES

Early September 2016	Annual Program Plan posted Program Guidelines and Application posted
February 24, 2017	Applications due EZ Grants and Project Grants
June 8, 2017	Grant awards announced

DOCUMENT OUTLINE

Section 1, Application Instructions

Section 2, Application

Section 3, Additional Questions

Section 1, APPLICATION INSTRUCTIONS

- A. Applicants are expected to review and understand the [2017-2018 LSTA PROGRAM GUIDELINES and APPLICATION](#) document; contact the State Library with any questions.
- B. Prepare responses to the numbered items below and save them to copy/paste into a new online application form. Our agency is adopting a Grants Management Tool that will be available in January 2017.
- C. Complete and submit the [LSTA Online Signature Page](#); upload the signed Signature Page with your application.
- D. Upload additional/supplemental information with your application, as needed.
- E. All materials must be received by 2:00 PM on the due date.

1. LSTA FIVE YEAR PLAN GOAL

Select ONE goal from North Carolina's LSTA Five-Year Plan that this project supports. Note, depending on the goal selected, responses to additional questions may be required. See Section 3 for additional questions.

Goal #1, Partnerships and Collaboration.

Requires full application below.

Goal #2, Continuing Education.

Requires full application below.

Goal #3, Literacy and Lifelong Learning.

Requires full application below.

Goal #4, Access, Digitization, and Preservation.

Requires full application below.

Digitization Projects require full application below plus D1 – D2.

2. INTENDED OUTCOME

Select ONE Intended Outcome from the list below that best represents the purpose of your project and provide 1-2 sentences that explain why you selected that Intended Outcome for your project.

Civic engagement

Improve users' ability to participate in their community.

Economic & employment development

Improve users' ability to use resources and apply information for employment support.

Improve users' ability to use and apply business resources.

Human services

Improve users' ability to apply information that furthers their personal, family or household finances.

Improve users' ability to apply information that furthers their personal or family health & wellness.

Improve users' ability to apply information that furthers their parenting and family skills.

Information access

Improve users' ability to discover information.

Improve users' ability to obtain and/or use information resources.

Institutional capacity

Improve the library workforce.

Improve library's physical and technology infrastructure.

Improve library operations.

Lifelong learning

Improve users' formal education.

Improve users' general knowledge and skills.

3. PROJECT DESCRIPTION

- a. Provide a brief overview (1-2 paragraphs) of your entire project that is clear and succinct.
- b. Is the project on target, delayed or ahead of schedule? Provide a bulleted list of accomplishments completed to date and those expected to be completed by June 30, 2017.
- c. Describe any challenges that have occurred to date and how they were resolved; include their impact on your planning for the remainder of the project.
- d. Describe any changes or adjustments made to the project's original premise. What has been learned in this year that will impact or change remaining years of the project?
- e. Describe the library's plans to sustain the service or program after the funding period has ended.
- f. New project partners, if applicable: provide the organization name for any new partners, describe their contribution to the project, and explain their roles and responsibilities in the project.

4. PROJECT TIMELINE for the remaining years of the project

Insert a table to show the timeline of project activities with the expected completion dates and who is responsible for ensuring the activity occurs. The timeline should have at least one entry for each month of the funding period and should be prepared in consultation with any partner(s). Include details such as planning meetings, training, testing, significant project targets and milestones, outreach activities to the potential audience(s), and evaluation activities. Be sure to allow for the local institutional approval process and grant program deadlines.

Provide a separate table for each remaining year of the project.

5. EVALUATION

How will you document and measure the success of this project in meeting the needs identified in the original application and the intended outcome in #2? Describe the methods that will be used to gather information and determine whether or not the library has achieved the project goals.

- a. Before and after data is important to accurately measure and report effectiveness. How will you document the "outputs", or countable products, of the grant (the number of workshops taught, the number of objects scanned, or the number of website views)?

- b. How will you illustrate whether the project reached or moved toward the intended outcomes? How will you document the changes brought about, in part, as a result of the project in the target audience's behavior, attitudes, skills, knowledge, status or life condition?

6. BUDGET for the remaining years of the project - use the following Budget Categories (A-F) to identify and describe all LSTA and matching expenditures.

A. Salaries/Wages/Benefits

Include all salaries, wages, and benefits paid to staff directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.

B. Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Costs may include fees, travel, accommodations, and support services incurred and invoiced by the consultant.

C. Travel, library staff only

Travel costs must be related to the project activities and must be incurred by library staff working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.

D. Supplies/Materials

Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under \$5,000.

E. Equipment that exceeds \$5,000 per item

Only nonexpendable, tangible property with a per item acquisition cost over \$5,000 should be listed here. Note that each of these items requires prior written approval from the State Library and will be inventoried annually for the remainder of its useful life.

F. Services

Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.

G. Subtotal

Total the Matching Funds and LSTA Funds columns; calculate Matching Funds by the applicable percentage to determine the minimum matching amount required.

H. Indirect Costs

Select ONE of the following:

- Option 1: The library chooses not to include Indirect Costs.
- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.
- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.

Budget Table

Use the table below to prepare your budget. List all proposed grant and matching expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. Add/delete rows as needed.

Provide a separate table for each remaining year of the project.

	Budget Category – see descriptions above	Quantity of Items	Cost per Item	Matching Funds	LSTA Funds
A	Salaries/Wages/Benefits				

B	Consultant Fees				
C	Travel, library staff only				
D	Supplies/Materials				
E	Equipment that exceeds \$5,000 per item				
F	Services				
G	Subtotal				
H	Indirect Costs (IDC): applicants must choose one, IDC may only be charged against LSTA Funds.				
	<input type="checkbox"/> The library chooses not to include Indirect Costs. <input type="checkbox"/> The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate. <input type="checkbox"/> The library has a rate of _____ % that has been negotiated with a federal agency.				
I	Total LSTA Funds Requested (for this year) Round up to nearest dollar; use this total to enter in Online Signature Page				

7. BUDGET NARRATIVE

- Provide a budget narrative for each remaining year of the project that includes a clear explanation of each grant and matching expenditure proposed, in the same order as presented in the Budget Table.
- If applicable, provide equipment/hardware specifications for each equipment/hardware item and a vendor quote for equipment/hardware and software that will be purchased.
- If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.

8. MATCHING FUNDS REQUIRED

Select ONE to identify the amount of matching funds required.

25%

33%

50%

9. MATCHING FUNDS / LOCAL COMMITMENT

Identify the source(s) of matching funds such as Friends group, foundation, local business, library budget, etc.

10. ABSTRACT

Clearly and concisely summarize the project in 90-160 words; use this same text in the LSTA Online Signature Page. Abstracts for all grant awards will be available online so write for a public audience and avoid acronyms, abbreviations, individual's names, dollar amounts, etc.

LSTA ONLINE SIGNATURE PAGE ([click here](#) to see a sample)

The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

It may take a few days or a few weeks for your organization to obtain the required signatures so be sure to plan enough time for your local situation. Complete and submit the LSTA Online Signature Page. Once submitted, the project manager will receive an email with a PDF file of the filled in form. Print the emailed PDF file, obtain the required signatures in blue ink, and upload it with the Online Application.

QUESTIONS?

Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, State Library of North Carolina at 919-807-7423 or raye.oldham@ncdcr.gov.

SEE SECTION 3 FOR ADDITIONAL QUESTIONS. Depending on the goal selected or amount of funds requested, responses to additional questions may be required.

Section 2, APPLICATION

All applications will be submitted into a new online grants management tool that will go live in January 2017. Applicants are encouraged to begin preparing their application, following the instructions in the previous section, using MS Word or another savable format that can be copied/pasted into the online tool.

Refer to the [Application Updates](#) portion of our web page for the most current information about the timeline and any training opportunities.

Section 3, ADDITIONAL QUESTIONS, DIGITIZATION PROJECTS ONLY**D1. NEW PARTNER COMMITMENT LETTERS** - if applicable, others respond with N/A

Attach a letter from each partner institution (maximum length two pages) that discusses the following:

- a. The activities the partner institution has employed in their planning of this project;
- b. Any prior experience the partner institution has in digitization and/or collaborative ventures;
- c. The institution's understanding of its role in and support of the proposed project - both during the project's activities and for the long-term sustainability of the digitized materials;
- d. Whether this partner will digitize or encode any or all of its material on site at the partner institution's location;
 - any additional work this partner will do for the project. For example, will this partner contribute to the development of any contextual material that will be used in the online presentation of the digitized material? Is this institution serving in or providing any other role (e.g. team leader, partner meeting facilitator or host)?
 - ownership of any equipment purchased by the lead project agent using LSTA funds following the completion of the grant project; and
 - supervisory responsibility for any project staff hired.

D2. NEW PARTNER CERTIFICATION OF LOCAL COMMITMENTS, APPENDIX A

If applicable, provide one completed Appendix A for each new partner; others respond with N/A.

**DIGITIZATION PROJECT GRANT
CERTIFICATION OF LOCAL COMMITMENTS, APPENDIX A**

All partners (including the lead library or single library applicants) that participate in an LSTA Project Grant for digitization must certify the following. To do so, the Director or CEO of each partner should **initial to the right of each statement and sign below**.

- The copyright of materials to be reproduced digitally by this grant program are a) in the public domain, b) held by the library or one or more of the grant project partners, c) used by the library or project partners with the written permission of the copyright holder for publication on the World Wide Web, or d) materials that will be used pursuant to fair use governed by the Copyright Act, 17 USC § 107 et seq. The entity holding copyright agrees to the publication of digital copies of their materials as specified in this document on the World Wide Web. _____
- All materials proposed for digital reproduction using funds from this grant are stored in appropriate preservation enclosures and are under stable environmental (humidity, light, and temperature) conditions. _____
- All materials proposed for digital reproduction using funds from this grant have appropriate forms of "traditional access": finding aids and/or library online catalog records or museum registrar records. _____
- All materials proposed for digital reproduction using funds from this grant will have master and access images created and stored in appropriate resolution, format, and storage media, as described in [North Carolina's Digitization Guidelines](#). _____
- All digital products created using funds from this grant will incorporate appropriate Dublin Core and MARC record forms of access. _____
- All archival finding aids made Web-accessible using funds from this grant will make use of Encoded Archival Description. _____
- Any digital products created through use of funds from this grant will be made accessible for the long-term over the internet. _____
- Any digital products created through use of funds from this grant will be maintained and migrated according to current standards and best practices in order to ensure sustainability. _____

Signature of Library Director or CEO

Date